



STATE OF MARYLAND

DEPARTMENT OF
PUBLIC SAFETY AND CORRECTIONAL SERVICES

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MARYLAND STATE POLICE FILING AND RETENTION SCHEDULE
BUREAUS, DIVISIONS, INSTALLATIONS, UNITS, AND DETACHMENTS

The attached Agency Filing Plan and Records Retention Schedule for Bureaus, Divisions, Installations, Units and Detachments has been approved by the Superintendent and the State Archivist as indicated by the signatures below. For their control purpose, this schedule has been assigned numbers 1209-1 through 1209-99 by the Records Management Division of the Department of General Services.

The file plan outlines file captions and codes to be used to identify and arrange series of records maintained by your division. The schedule represents continuing legal authority for retention and disposal of the records listed. Schedules, instructions and related material previously issued, which are inconsistent with the attached, are hereby superseded and may be destroyed. The previous schedule numbers are 983-1 through 983-97.

It is essential that this file plan and retention schedule, along with this signature page, be kept available for ready reference to insure that any disposable material be retained only for the period specified and then destroyed.

The effective date for implementation of the filing and retention schedule will be the date of the Archivist's signature.

	Director, Planning & Research Division	9/26/89
Signature	Title	Date
	State Archivist	11/21/89
Signature	Title	Date

ADMINISTRATIVE MANUAL

CHAPTER 8

RECORDS MANAGEMENT

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CHAPTER 8

SECTION I

GENERAL PROCEDURES

1-0 Purpose

1-1 The purpose of records management is to prescribe procedures for:

- a. The development and implementation of a continuing records management program for each installation/division of the Maryland State Police
- b. The organization and maintenance of current records
- c. The disposition of all record and non-record materials.

2-0 Authority

2-1 This records management chapter has been prepared pursuant to, and in furtherance of, the provisions of the Records Management Act of 1953, Annotated Code of Maryland, Article 54, Sections 7 through 10, and establishes standardization of files and records throughout the Agency.

2-2 This chapter and all additions, amendments, instructions, directives, and other records management materials are issued under the authority of the Superintendent to be administered by the Planning and Research Division as provided in the Maryland State Police Administrative Manual.

2-3 Separate retention schedules to cover those records which are unique to a particular division/installation will be established by the Planning and Research Division and maintained in addition to the filing and retention schedule specified in Section II of this Chapter.

2-4 Additional files, records, or procedures will not be established without the prior approval of the Planning and Research Division.

3-0 Scope

3-1 Unless otherwise ordered, the provisions of this chapter shall apply to all divisions/installations of the Maryland State Police. Application of the provisions established herein is mandatory, and all material and instructions previously issued which are inconsistent with this chapter are hereby superseded.

4-0 Responsibility

4-1 The Planning and Research Division has the overall responsibility for monitoring the creation, maintenance, and disposition of the Agency's records. This responsibility includes, but is not limited to, the following specific items:

- a. Analyzing, developing, coordinating, and installing records management procedures, including filing procedures, to meet the needs of the Agency
- b. Serving as liaison with the Records Management Division, Department of General Services, on matters relating to records management.

4-2 Commanders at each individual location where records are kept and used are responsible for implementing this filing system. The location of files will be left to the discretion of individual commanders. However, bulky files such as oversized pages and computer print-outs may be kept in binders, but must be properly labeled.

4-3 The objective in managing official records is to make them serve the purpose for which they were created as economically and efficiently as possible. This objective can be reached by constant adherence to the procedures established herein.

5-0 Guidelines for Filing

5-1 Do not file useless paper. The filing of records should be restricted to those records listed in the Agency's filing schedule. Filing less has four primary advantages:

- a. Faster Finding
- b. Faster Filing
- c. Easier Disposal
- d. Saves space, equipment, and supplies.

5-2 Limit the number of copies of each document prepared to those which are specifically required or requested or which serve a valid purpose. Do not file the extra copies of:

- a. General Orders, Memorandums, Special Orders, Personnel Orders, and other internal directives
- b. Reproduced documents used in the suspense or tickler file as a reminder to complete an action. Ledgers should be utilized for accountability
- c. Incoming correspondence commonly known as the "courtesy copy".

5-3 Required records are the "official files" of the division/installation which should be completely separated from the "unofficial files". The "official files" are those files which actually document the functions and responsibilities of the division/installation. These include the Fiscal, Administration, Law Enforcement Operations, Legal, Personnel Administration, and other related files as itemized in the filing system.

5-4 "Unofficial files" consist of copies of printed or reproduced pamphlets, magazines, technical reports and related publications maintained by choice, as a source of useful information and generally include "The FBI Digest," supply catalogs, and similar informative publications. These publications are not listed in the Filing System because they often involve numerous subjects and cannot be categorized under any specific topic. They may, in fact, be disposed of at the pleasure of the Commander.

5-5 Most duplicate files are maintained merely for convenience; seldom are they essential to the operation of the division/installation. Duplicate files kept at various locations within an office may seem efficient, but they are costly to maintain and can be misleading because they do not always contain a complete case history or sufficient background data necessary to make sound decisions. Furthermore, duplicate files can often undermine the main files.

5-6 Eliminate Extra Copies.

Creation of extra copies should be limited to those which will be of significant value to the division/installation and only when the responsibility for their maintenance can be firmly established. Shown below are some of the ways to minimize the creation and receipt of extra copies:

- a. Review and trim the distribution lists for correspondence and other papers dispatched from your division/installation
- b. Discontinue sending extra copies unless there is a known need
- c. Request to be removed from the distribution list, if information copies are routinely received from a particular office which do not concern your operation.

5-7 Review carefully the publications you are receiving. Request deletion from the mailing list of those not pertinent to the functions of your division/installation.

6-0 Filing Systems and Arrangements

6-1 Case Files are the simplest and easiest of all to maintain and constitute the largest single type of file maintained by the Maryland State Police. They consist of groups of file folders arranged in numerical, alphabetical, chronological or geographical sequence, each

group generally containing the same types of papers which tend to document an action from its beginning to its end. The following are samples of some of the more common files with arrangement patterns as maintained by the Maryland State Police.

Daily Barrack Logs	Chronological
Daily Radio Logs	Chronological
Trooper Activity Reports	Chronological
Trooper Activity Summaries and Employee Work and Leave Summaries	Chronological
Gun Registrations	Chronological and Alphabetical
Gun Permits	Alphabetical
Warrants	Warrant Control Number
Accident Reports	Complaint Control Number
Criminal Investigation Reports	Complaint Control Number
Accident and Sick Reports	Alphabetical
Personnel Records	Alphabetical

6-2 Since the primary functions and responsibilities of the Maryland State Police are enforcing the law and the apprehension and arrest of criminals who violate the law, it is understandable why over 90% of State Police records are case records. It is for these apparent reasons that particular attention should be given to planning, designing, and maintaining case filed records.

6-3 Technical reference files consist of printed reports, publications, manuals, law enforcement magazines, sales literature, specification manuals, supply catalogs, digests, and similar reproduced or printed materials kept in the office or library only as a source of useful information. Since technical reference materials need to be organized and arranged along library lines, rather than in folders and cabinets, they have not been included in the filing outline. This does not mean that they should be maintained without any control. After carefully selecting those publications pertinent to your office, adequate measures should be taken to organize and maintain them in a manner best suited to the needs of your office. In this respect, the following should prove helpful.

- a. At least once a year, screen the file to remove:
 - (1) All rescinded and obsolete materials
 - (2) Material which has been included in another publication maintained by the office
 - (3) Material of no informational value.
- b. Use one of the following methods to arrange the file:
 - (1) SUBJECT arrangement if there are several feet of the documents which can be grouped by broad subject topics, such as "Narcotics," "Weapons," or "Radar"

- (2) SOURCE arrangement if there are reference materials from several sources and users request them by source, such as "Police Academy," "National Crime Bureau," or "Schools of Law"
- (3) TITLE arrangement when users request documents by title, such as "Police Chief" or "FBI Digest"
- (4) NUMBER arrangement when publications, such as catalogs, laws, and manuals are identified and requested by number.

- c. Use standard folders for filing lettersize and near letter-size documents which do not have identifying information on the spine.
- d. Use binders for filing manuals, and other publications which are changed and updated through the issuance of new pages.

6-4 There are two primary purposes for maintaining card files:

- a. As an index or guide to information filed elsewhere, such as index card files used to reference Criminal Investigation Reports, and
- b. As a record of activities, such as the Complaint Control Card files.

6-5 Card files used for immediate reference to records should be easy to use and accurate. They are costly to maintain and should be established only if absolutely necessary. The three card files most often used by State Police divisions/installations are:

- a. Complaint Control Card File
- b. Master Name Index File
- c. Accident Card File

7-0 Files Maintenance

7-1 The simplest and most convenient method of carrying out records disposition is to "cutoff" or "break" each file regularly and start a new file. A files cutoff system prevents the accumulation of files beyond actual current needs, prevents the growth of files into cumbersome, unmanageable collections, simplifies the retirement and destruction of records in blocks, facilitates reference to current files, and restricts the requirements for additional space and equipment.

7-2 Case files may be cutoff at the termination of a transaction. For example, when an investigation has been completed and the case finally adjudicated, the folder(s) can be marked with the date of termination and placed apart from open cases. This applies to files which are designated with open and closed provisions only.

7-3 Chronological sequence files, such as accounting and fiscal, are easy to cutoff since they are initially filed by fiscal or calendar year. At the time of cutoff, simply move the files to an inactive files area until they can be transferred or destroyed in accordance with your records retention schedule, and prepare new folders for the current year.

7-4 A chargeout record will be made and substituted for all documents removed from the file for reference purposes. Information entered on the chargeout record is used for locating the document when it is removed from the drawer. When the documents are returned to the drawer, the entries are lined out and the record is available for re-use.

7-5 While guide cards are the principal file signposts, drawer labels and folder labels also help to find or file faster in the right folders. Drawer labels narrow the search to one drawer, guide labels to several folders, and folder labels to the contents of one folder. Labels should be in large type and colored if possible, to help identify separate files. Captions should be accurate and complete to identify the contents.

- a. Usually the first label read is the drawer label. It should normally show the file title, years covered and the segment of the file included in that drawer. Where possible, and sometimes as a necessity, a distinction between active and inactive files and the kind of file arrangement may also be shown as indicated below:

DRAWER LABELS

ADMINISTRATION -- ADM

ADM 1 (Records Management)

to

ADM 5 (Status Reports)

LAW ENFORCEMENT OPERATIONS -- OPS

OPS 3 (Warrants)

to

OPS 6 (Private Detectives)

7-6 The second label usually needed is the guide label which should clearly show the contents of the folders which follow. In many instances this label will be identical to the label on the first folder behind the guide. For numbered case files, guide labels should reflect numeric breakdowns of the file at regular intervals, perhaps at every group of 10 numbers. For alphabetical files, guide labels are not needed for each letter of the alphabet, but they should be placed at intervals to identify the largest and most used collection of folders, and show the file code, as well as the topic.

7-7 The entire files system is designed and planned to direct the user speedily to one folder. If the label on the folder does not completely and exactly identify the contents, even the best files system falters. A good folder label should reflect in no more than three typewritten lines; the specific name, letter, geographic location, topic, number, code or symbol identifying exactly the contents of that folder. If folders are broken down in chronological order, indicate the segment kept in each particular folder. Samples are shown below:

FOLDER LABELS

FIS 1 - WORKING FUND
1976

FIS 2 - INVOICES FORWARDED
1976 FOR PAYMENT

FIS 3-1 - CAPITAL EQUIPMENT INVENTORY
1976 AND IMPROVEMENTS

ADM 11 - STAFF INSPECTIONS
1976

OPS 24 - CRIMINAL INVESTIGATION
1976 REPORT

OPS 25-1 - MISSING PERSONS
1976 REPORT (CLOSED)

PER 3-1 - PERSONNEL ROSTERS
1976

PER 11-2 - CADET POSITIONS
1976

PER 11-3 - CIVILIAN POSITIONS
1976

PER 11-1 - TROOPER POSITIONS
1976

8-0 Filing and Retention Schedule

8-1 The basic filing and retention schedule outlined in Section II of this Chapter defines a system for identifying and arranging records to facilitate quick and easy reference and disposition. All correspondence, reports and records created or received at the division/installation are included in this outline and have been brought together under nine subject primaries according to the functions to which they relate. As an example, all correspondence and records which relate to the acquisition, expenditure, and audit of funds have been brought together under the primary: FISCAL. All correspondence which documents the status of personnel have been brought together under the primary: PERSONNEL ADMINISTRATION. Records which document the operational functions of the Agency have been brought together under the primary: LAW ENFORCEMENT OPERATIONS, which is broad enough to cover the full range of activities concerned with preventing crimes and enforcing the laws and ordinances of the State.

8-2 Secondary subjects, which relate to the primary subjects, are arranged alphabetically following the primary subjects. For example: Budget Requests and Capital Equipment and Improvements are secondary to FISCAL. Accident and Sick Reports (Open) are secondary to PERSONNEL ADMINISTRATION. Warrants, Firearms Dealers, Criminal Summons, and Incident Reports are secondary to LAW ENFORCEMENT OPERATIONS.

8-3 Some secondary subjects are further subdivided into related tertiary subjects to allow for a more definitive grouping of papers. For example: following FISCAL, all papers concerned with Budget Requests are further subdivided between Capital Equipment, Motor Vehicle Equipment, and Ordnance Equipment. This system is basically a subject file system where the subjects are further subdivided to permit a more refined classification of papers and folders.

8-4 File codes avoid the need to write out lengthy subject titles of papers and to make finding and filing easier and faster. A group of letters and consecutive numbers are assigned to each subject. This converts the system from a straight subject to a modified subject numeric system, permitting arrangement of primary subjects in alphabetic sequence while retaining a simple numeric order for subdivisions of the primaries. For example:

Primary		FIS FISCAL
Secondary	1	Working Fund
Secondary	3	Budget Requests, Authorizations
Tertiary	3-1	Capital Equipment Inventory and Improvements - Motor Vehicle Accessories - Inventory

Primary		ADM ADMINISTRATION
Secondary	1	Records Management
Secondary	6	Civil Defense - Disaster Plans
Tertiary	6-1	Radef Equipment - Testing and Monitoring

Thus, the modified subject numeric system has the additional advantages of being easy to memorize and of allowing maximum flexibility in adding new symbols without breaking the continuity of the pattern, or changing symbols assigned to other subjects.

8-5 Unique Filing and Retention Schedule for Divisions

8-6 Unique filing and retention schedules have been created for selected divisions within the Agency as a supplement to the Filing and Retention Schedule - Division/Barracks. This schedule lists those records which, because of some unique characteristic or feature, require exclusive retention. The Unique Filing and Retention Schedule is assigned number 971. The unique file number for any barrack/division will consist of the unique file schedule number followed by the unit identification number of the barrack/division, i.e. Planning and Research unique file number 971-02.

8-7 Each commander will receive five copies of the unique schedule for the division which he commands. In addition, one copy of each schedule is forwarded to the Superintendent and to each bureau chief. The original copy of all unique filing and retention schedules will be maintained in the Planning and Research Division and requests for changes to these schedules will be made through the Planning and Research Division.

9-0 Record Copy

9-1 Certain divisions/installations are required to keep a record copy of certain documents, reports, invoices, or other material until audited or because of other administrative necessities. A record copy must be kept at least three years by Maryland Statute.

10-0 Destruction and Storage of Records

10-1 When records or files are scheduled for destruction as outlined in applicable records schedules, commanders will use their discretion and good judgment to complete this function. Records and files that are considered to be sensitive or confidential in nature, such as applicant files, investigation files, etc., should be shredded.

10-2 When records or files are scheduled for storage, they should be packaged in accordance with instructions found in the Records Management Manual published by the Department of General Services, Hall of Records Commission, Records Management Division, before being transported to the State Records Center.

SECTION II

FILING AND RETENTION SCHEDULE - DIVISIONS/BARRACKS/POSTS

I-0 Administrative

These files consist of all correspondence, records, and reports which relate to the internal management and general administration of all Maryland State Police divisions, barracks, and posts.

ADM

I Records Management

Contains a copy of applicable Filing and Retention Schedules. Record copy of all filing and retention schedules maintained by Planning & Research Division (P & R).

Retain the schedule as a perpetual file by updating when amended or revised. P & R retain outdated copy for three years and until no longer needed, then destroy.

I-1 Records Transmittal and Receipt (Department of General Services Form DGS-550-5)

Contains a completed copy of DGS-RM-550-5 form. Record copy maintained by the State Records Center.

Retain installation copy for twenty-five years. Then destroy.

I-2 Certificate of Records Disposal (Department of General Services Form DGS-550-2)

Record copy maintained by State Records Center.

Retain the non-record copy for one year. Then destroy.

I-3 Five Year Report DGS-550-17

Contains a completed copy of Form DGS-550-17. Record copy maintained by Department of General Services.

Retain installation copy for five years. Then destroy.

Aggregate agency copy maintained by P & R for five years. Then destroy.

2 General Orders

Contains a copy of all General Orders issued by the Superintendent to announce policies affecting the entire Agency. Example: Superintendent -01-8809, 01-8810, 01-8811. Receipt or Appraisal of Orders, Memoranda, and Manual Revisions (Form #42) will be attached to the applicable General Order. Record copy maintained by P & R.

Retain for one year from the date of issue and then destroy.

ADM

3 Special Orders - Active

Contains a copy of all Special Orders which affect specific segments of activities and are of a temporary or self-cancelling nature. This file contains individual folders arranged according to prefix on an "as needed" basis. Example: Glen Burnie Barrack - 65-76-1, 65-76-2; Planning and Research Division 02-76-1, 02-76-2; etc. Receipt or Appraisal of Orders, Memoranda, and Manual Revisions (Form #42) will be attached to the applicable Special Order.

Retained by the originating authority until superseded, rescinded, or cancelled, then remove to the inactive file. Orders received from other authorities shall be retained until superseded, rescinded, or cancelled, then destroy.

3-1 Special Orders - Inactive

Contains a copy of each Special Order Issued by the originating source which has been superseded, rescinded, or cancelled. Record copy maintained by the originating source.

Retain three years after order has been superseded, rescinded, or cancelled, then destroy.

3-2 Special Order Issuance Record

Contains Special Order Issuance Record (Form #151) of Issuing authority - permanent retention. Transfer periodically to Maryland State Archives.

4 Memoranda - Active

Contains a copy of all Memoranda Issued to disseminate information which does not warrant a formal order. This file contains individual folders to be filed according to prefix on an "as needed" basis. Example: Aviation Division - 22-76-1, 22-76-2; Supply Division - 13-76-1, 13-76-2, etc.

Retained by the originating authority until superseded, rescinded, or cancelled, then remove to the inactive file.

Memoranda received from other authorities shall be retained until superseded, rescinded, or cancelled, then destroy.

Record copy to be retained permanently by P&R and transferred periodically to Maryland State Archives.

8-10

ADM

4-1 Memoranda - Inactive

Contains a copy of each Memoranda issued by the originating source which has been superseded, rescinded, or cancelled. Record copy maintained by the originating source.

Retain three years after Memoranda has been superseded, rescinded, or cancelled, then destroy.

4-2 Memoranda Issuance Record

Contains Memoranda Issuance Record (Form #152) of Issuing authority - permanent retention. Transfer periodically to Maryland State Archives.

5 Status Reports

Contains copies of those reports prepared by Commanders at originating source and used to produce the Agency Annual Report, as well as to review the operating efficiency of individual installations. Record copy maintained by the originating source.

Retain five years and until no longer needed, then destroy.

6 Civil Defense/Disaster Plans

Contains matters relating to Civil Defense, Fire, or comparable Emergency Evacuation Procedures - non-record material.

Retain until amended or revised, then destroy.

6-1 Radef Equipment Testing and Monitoring

Contains records of maintenance and use of Radef equipment assigned to divisions and installations. Record copy maintained by user.

Retain as long as the Radef equipment is in use. After it is disposed of, then destroy.

7 Energy Conservation

Contains communications concerning fuel conservation and related documents.

Retain for three years, then destroy.

ADM

8 Statistical Surveys
and Reports

Contains printouts from uniform crime reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System, Speed Survey, and related summaries. Create files as needed. Record copy maintained by originating source.
Example:

- 8-1 Uniform Crime Reports
- 8-2 Maryland Automated Accident Reporting System
- 8-3 Automated Incident Reporting System
- 8-4 Speed Survey
- 8-5 Related Summaries

Retain record copies, plus support data such as monthly and quarterly summaries five years, then destroy. Retain annual summaries used as support data ten years, then destroy. Non-record copies may be destroyed when no longer needed.

9 Daily Radio & Barrack
Logs

Daily Barrack Logs: Contains a record of information not entered on the Complaint Control Cards, including incoming and outgoing telephone calls recorded as needed. Attach the Daily Barrack Sign-In and Sign-Out Log and the Daily Patrol or Assignment Schedule to the Daily Barrack Log (Form 3). Record copy maintained by the originating source.

Daily Radio Logs: Contains a record of radio messages received and transmitted at the originating source and a record of information not entered on the Complaint Control Cards. Record copy of Radio Log (Form #4) maintained by the originator.

Cutoff annually. Retain three years, then destroy.

10 Open

10-1 Open

ADM

- 10-2 MILES Message Log Contains a record of monthly messages transmitted at the originating sources. Record copy of MILES Message Log (Form #23) maintained by the originator.
- Cutoff annually. Retain three years. Then destroy.
- 10-3 MILES Messages (Open) Contains the record copy of any MILES Message relating to the theft of firearms, where a serial number is known.
- Retain for NCIC validation as long as needed or until property is recovered. When property is recovered, place record copy in ADM 10-4.
- 10-4 MILES Messages (Closed) Contains the record copy of MILES Messages pertaining to stolen firearms that have been recovered and cleared from NCIC.
- Retain until information removal has been verified by semi-annual validation process.
- 11 Staff Inspections Contains copies of inspection reports conducted by the Staff Inspection Unit and all related correspondence. Record copy maintained by the Staff Inspection Unit.
- Retain non-record copy two years. Then destroy. Staff Inspection Unit retain for five years. Then destroy.
- 12 Command Meeting Minutes (Headquarters) Contains minutes of meetings attended by Bureau Chiefs, Troop Commanders, Division Commanders, and Barrack Commanders. Record copy maintained by the originating Commanding Officer.
- Retain three years, then destroy.
- 12-1 Local Meeting Minutes Contains minutes of meetings attended by local installation personnel.
- Record copy maintained by local installation.
- Retain three years. Then destroy.
13. Application for Access to Public Records- Approved (Open) Contains all copies of approved Applications for Access to Public Records (Form #58), that are awaiting payment of fees or awaiting retrieval from storage or use.

ADM

13

Applications awaiting payment of fees will be retained thirty days. If payment is not received, destroy.

Applications awaiting retrieval from storage or availability will be retained for thirty days from the date they become available. When fee is received, place in file ADM 13-2. If payment is not received within thirty days, destroy.

13-1 Application for Access to Public Records- Approved (Closed)

Contains all copies of approved Applications for Access to Public Records (Form #58), for which the fee has been received and copies of the records have been sent.

Retain for three years. Then forward to State Records Center for destruction after twenty-five years additional retention.

ADM

13-2 Application for Access to Public Records- Approved (Pending) Contains all copies of approved Applications for Access to Public Records (Form #58), that the fee has been received, but the records are not yet available.

Retain until copies are sent, then place in file ADM 13-1.

13-3 Application for Access to Public Records- Denied (Open) Contains all copies of Applications for Access to Public Records (Form #58), which have been denied and on which an appeal has been noted.

Retain until appeal has been resolved, then place in file ADM 13-4.

13-4 Application for Access to Public Records- Denied (Closed) Contains all copies of Applications for Access to Public Records (Form #58), which have been denied and on which appeals have not been entered.

Retain for three years. Then forward to State Records Center for destruction after twenty-five years additional retention.

14 General Agency Correspondence When the subject matter is not categorized in this filing system, the assigned prefix code of the originator, together with the title "General Agency Correspondence," shall be recorded in the upper right-hand corner and filed by prefix code.

Retain three years and until no longer needed. Then destroy.

2-0 Personnel Administration

These files include correspondence which concern personnel classification, assignment, performance rating, leave, duty schedule, and other related topics which document the status of uniformed and civilian employees.

PER

1 Trooper Activity Reports Contains reports documenting monthly activities recorded on Trooper Activity Report (Form #14). Record copy maintained by the installation/division/unit.

Retain record copy for one year, then destroy.

PER

1-1 Activity Summaries

Contains reports tabulated monthly from information obtained from Trooper Activity Reports (Form #14) on the Trooper Activity Summary (Form #29), Telecommunications Division will maintain the record copy of Form #29 and will summarize the information monthly and annually by troop, installation, division and unit.

Retain record copies of annual summaries ten years, then destroy. Retain non-record copies one year, then destroy.

2 Employee Work and Leave Reports

Contains reports documenting hours worked and leave taken on the bi-weekly Employee Work and Leave Report (Form #31). Record copy maintained by the Personnel Management Division.

Retain record copy for three years and until audited, then destroy. Retain non-record copy for one year, then destroy.

2-1 Employee Payroll Authorization Summary

Contains reports summarizing information obtained from the Employee Work and Leave Report (Form #31) on the Employee Payroll Authorization Summary (Form #31A). Record copy maintained by Finance Division.

Retain record copies for five years, then destroy. Retain non-record copies for one year, then destroy.

3 Leave and Duty Schedules

Contains monthly on and off-duty status of personnel (leave sheets).

Retain one year, then destroy. Non-record report used to collect data for compilation of Employee Work and Leave Report (Form 31) and Employee Payroll Authorization Summary (Form #31A).

3-1 Personnel Rosters

Contains copies of the Agency's official alphabetical, seniority, and quarterly rosters. Retain until superseded, then destroy.

PER

4 Overtime/Compensatory
Time Record

Contains copies of documents used for the authorization and control of overtime and compensatory time. Record copy of Overtime/Compensatory Time Record and Authorization for Overtime-Civilian Employees maintained by originator.

All documents retained for three years, then destroyed.

- 4-1 Overtime/Compensatory Time Record (Form #197)
- 4-2 Overtime/Compensatory Time Record-Civilian Employee (Form #198)
- 4-3 Waiver of Overtime Compensation - Form #105
- 4-4 Annual Overtime Summary (Form #29B)

5 Auxiliary Uniform
Personnel Records

Contains alphabetically arranged personnel folders which are maintained for each uniformed employee assigned to the division or barrack. Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder: provides the Commander with information concerning the individual, and is to be kept under lock and key. Record copy maintained by the Personnel Management Division. A & S reports are record copies and will be retained as indicated in this subsection. Certain other personnel documents which must be kept for a limited period of time as a reference shall also be included in this file. Will be subdivided as shown:

- 5-1 MSP Personnel Improvement and Development Appraisal
- 5-2 Job Assessment and Promotional Potential Rating, and Requests for Promotional Consideration
- 5-3 Request for Transfer or Withdrawal
- 5-4 Lecture Form
- 5-5 Letter of Appreciation
- 5-6 Agency Accidents
- 5-7 Personnel Information Form
- 5-8 Personnel Orders
- 5-9 Request for Secondary Employment

PER

5

- *5-10 A & S Reports - Closed
Return-to-Duty Certificate
Attached, Employee A&S Report
Record, Donation of Sick Leave
(Form #201) and Detailed Report of
Application
- 5-11 Founded Complaints and Records
Involving Disciplinary Action
- **5-12 Leave Record (Form #206) (Expired)
- ***5-13 Request for Training (Form #9)
- ****5-14 Uniform Record Issue Slips (form
MSP 111) and Request for Supplies
and Equipment (form MSP 120) - for
Uniform Clothing Only
- **5-15 Inspection Report - Personnel
- *****5-16 Personnel Counseling Record,
Form MSP 165
- 5-50 Miscellaneous Material

Retain auxiliary file as long as individual is employed by Maryland State Police. File accompanies individual when transferred. When individual retires, resigns, or dies, forward entire file to Personnel Management Division. Personnel Management Division will determine what material will be placed in the master file and/or destroyed.

*Contains record copies. Retain all non-duty-related A&S Reports in the employee's auxiliary file for the duration of employment. Retain all closed duty-related reports for three years, then destroy. Open duty-related A&S Reports retained in the employee's auxiliary personnel file for the duration of employment. Medical Records Section will retain all duty-related A&S Reports for three years, then submit them to the Records Center for an additional thirty years.

**5-12 (Leave Record -Form 206)-Retain for one year, remove from file and destroy.

**5-15 (Inspection Report-Personnel)
Contains copies of monthly uniform inspection reports for the ranks of Trooper through Sergeant (Form 152).

Retain for one year, plus current year, remove from file and destroy.

***Record copy forwarded to Training Division. Filed in unique file for three years, remove and destroy. Non-record copy retained in file for three years, then remove and destroy.

****Retain Request for Supplies and Equipment (Form MSP 120) six months, remove from file and destroy. Retain Uniform Record Issue Slips (Form MSP 111) as long as individual is employed by Maryland State Police.

5

*****Retain Personnel Counselling Record Forms MSP 165 for three years, then remove and destroy. Record copy forwarded to Personnel Management Division.

6

Auxiliary Civilian
Personnel Records

Contains alphabetically arranged personnel folders which are maintained for each civilian employee assigned to the installation. Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder: provides the commander with information concerning the individual and is to be kept under lock and key. Record copy maintained by the Personnel Management Division. Exception: A & S reports are record copies and will be retained as indicated in this subsection. Certain other personnel documents which must be kept for a limited period of time as a reference shall also be included in this file. Will be subdivided as shown:

- 6-1 Request for Transfer or Withdrawal
- 6-2 Personnel Information Form
- *6-3 A & S Report - Closed
Return-to-Duty Certificate Attached
and Employee A&S Report Record
- 6-4 Efficiency Ratings
- 6-5 Personnel Orders
- 6-6 Founded Complaints and Records
Involving Disciplinary Action
- 6-7 Commendations
- **6-8 Leave Record (form MSP 205 or 206)
(Expired)
- 6-9 Secondary Employment
- 6-50 Miscellaneous Material

Retain auxiliary file as long as individual is employed by Maryland State Police. File accompanies individual when transferred. When individual retires, resigns, or dies, forward entire file to Personnel Management Division. Personnel Management Division will determine what material will be placed in the master file and/or destroyed.

PER

6 *Contains record copies. Retain all non duty-related A&S Reports in the employee's auxiliary file for the duration of employment. Retain all closed duty-related reports for three years, then destroy. Open duty-related A&S Reports retained in the employee's auxiliary personnel file for the duration of employment. Medical Records Section will retain all duty-related A&S Reports for three years, then submit them to the Records Center for an additional thirty years.

**Retain for one year, remove from file and destroy.

7 Open

8 Off Duty Use of Vehicle Summary Contains monthly and annual summaries of data collected from Off-Duty Vehicle Use reports (Reverse side of MSP Form 14). Record copy maintained by P & R.

Retain monthly summaries five years and annual summaries ten years, then destroy. Planning and Research Division maintain Maryland State Police Statewide monthly summaries five years and annual summaries ten years, then destroy.

9 Weight Checks Contains bi-annual check of police employees' weight recorded on Bi-Annual Weight Check (form MSP 54). Record copy maintained by Medical Records Section.

Retain non-record copy one year, then destroy.

10 A & S Reports - Open Contains record copies of Initial and Interval A & S reports.

Retain until final A & S report closes the case. Then remove and place in the affected employee's Auxiliary Personnel Records file.

PER

- 11 Recruitment Contains application packet for trooper and cadet, trooper and cadet brochures, and Recruitment Source Survey forms.
- Retain until amended or revised. Then destroy. Non-record material.
- 11-1 Trooper Positions Contains height and weight charts and comments from the Personnel Division relating to position.
- Retain until amended or revised. Then destroy. Non-record material.
- 11-2 Cadet Positions Contains current pay scales, height and weight charts, outline of responsibilities and duties.
- Retain until amended or revised. Then destroy. Non-record material.
- 11-3 Civilian Positions Contains specification sheets, eligibility lists, interview schedules, selection criteria, and related materials.
- Retain until amended, revised, or no longer needed. Then destroy. Non-record material.
- 11-4 Request to Fill Vacancy Contains copies of Request to Fill Vacancy (Form #12). Record copies maintained by the Vacancy Review Board. Non-record copy maintained by the originator.
- Retain all copies for three years. Then destroy.
- 12 Death Relief Fund Contains correspondence relating to the administration of the Death Relief Fund. Record copy maintained by the Death Relief Fund Administrator.
- Retain non-record copy until amended or revised. Then destroy.
- 13 Insurance Contains correspondence relating to insurance offers presented to MSP Personnel (flyers, brochures, and related materials).
- Retain until amended or revised. Then destroy. Non-record material.

PER

14

Employee Organizations

Contains correspondence relating to employee organizations such as MCEA, MTA, FOP, Credit Union, and Blood Assurance Program. Subdivide as needed.

Retain until amended or revised, then destroy. Non-record material.

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8-18.1

PER

15 Used

16 Incoming Transfer Request

Contains non-record copies of all requests for transfers by individuals to the Installation. Record copy maintained by the Personnel Management Division.

Retain non-record copy until acted upon; by transfer, withdrawal or amendment, then destroy.

3-0 Fiscal

These files consist of correspondence, records, and reports which pertain to the acquisition, expenditure, and audit of funds required for Maryland State Police operations.

FIS

1 Working Fund

Contains all items relating to the administration of working funds recorded on Working Fund Expenditures (Form #106) and Petty Cash Receipts (Form #115). Record copy maintained by Finance Division.

Retain non-record copy one year, then destroy. Finance Division retain for three years and until audited, then destroy.

2 Invoices Forwarded for Payment

Contains copies of invoices received directly from vendor and forwarded for payment. Record copy maintained by Finance Division.

Retain non-record copy one year, then destroy. Finance Division retain three years and until audited, then destroy.

3 Budget Requests, Authorizations

Contains copies of documents relating to budget requests for equipment, personnel, and training. Record copy maintained by Finance Division.

Retain non-record copy five years, then destroy. Finance Division copy retained for five years and until audited, then destroy.

FIS

3-1 Capital Equipment
Inventory and
Improvements

Contains records relating to inventory of furniture, typewriters, files, and related equipment; contains copies of warranties, loss or damage to capital equipment, requests for repairs or salvage, improvement receipts, etc. recorded on Capital Equipment Log (Form #07-2), Capital Equipment Inventory Log Card-3x5 Supply Division Pink (Form #13-8), Capital Equipment Inventory Log Card-3x5 Supply Division White (Form #13-7), Property Receipt Salvaged/Returned Equipment (Form #117), Capital Equipment Control Form (#119), Requisition Pads (Form #120), Equipment Loss/Damage Report (Form #195), MSP Equipment Sign-Out Log (Form 20), and copies of MSP purchase orders for capital equipment.

Retain non-record copy three years, then destroy. Finance Division retain for three years and until audited, then destroy. Retain copy of MSP Form 20 for one year after the last date indicated on the form, then destroy.

3-2 Motor Vehicle
Accessories - Inventory

Contains records relating to fire extinguishers, cameras, sirens, emergency lights, and related equipment recorded on Capital Equipment In Motor Vehicles (Form #07-17). Record copy maintained by Finance Division.

Retain non-record copy three years, then destroy. Finance Division retain three years and until audited, then destroy.

3-3 Ordnance Equipment -
Inventory

Contains records relating to handcuffs, Agency-issued ordnance, related equipment recorded on Ordnance Inventory (Form 07-16), and MSP Equipment Sign-Out Log (Form 20).

Retain non-record copy three years, then destroy. Finance Division retain three years and until audited, then destroy. Retain copy of MSP Form 20 for one year after the last date indicated on the form, then destroy.

FIS

Contains records relating to repairs and maintenance of Agency-Issued ordnance (Form #116). Record copy maintained by Agency Firearms Instructor. Retain three years, then destroy.

Non-record copy maintained by installation/division/unit until repairs have been made, then destroy.

3-4 Tactical Equipment -
Inventory

Contains records relating to all types of tactical equipment recorded on Tactical Equipment Inventory (Form #08-3). Record copy maintained by the Field Operations Bureau.

Retain non-record copy three years, then destroy. Field Operations Bureau retain three years, then destroy.

3-5 Cost Analysis -
Worksheet

Contains record copy of cost estimates associated with special barrack operations and/or budget projects (Form 138).

Retain at barrack level for one (1) fiscal year, then destroy.

FIS

4 Audit Report

Contains any fiscal report required or requested by Department of Budget and Fiscal Planning, Finance Division, or any other responsible authority (property held, CDS Inventory not included in this file). Record copy maintained by Finance Division.

Retain non-record copy three years, then destroy. Finance Division retain permanently.

5-0 Contracts

 Create files as needed.

Contains copies of initial contracts for leased office equipment, service contracts for Agency owned office equipment, copies of vendor contracts for car washes, trash removal, janitorial services, etc.

Retain three years and until no longer needed, then destroy.

5-1 Office Equipment

5-2 Car Wash

5-3 Trash Removal

5-4 Janitorial Services

4-0 Law Enforcement Operations

These files consist of correspondence and reports of all criminal and non-criminal investigations initiated at the installation/division/unit. Included are supportive documents such as lab reports, statements, records of impounded properties, and other related material required to complete the investigation.

OPS

1 Motor Vehicle Administration

Contains MVA Forms DC 91 initiated by troopers requesting Motor Vehicle Administration to order the retesting of any Maryland licensed motor vehicle operator.

Retain one year, then destroy. Record copy maintained by SMVA.

2 Applicant Investigation

Contains log listing trooper, cadet, and civilian applicants along with the case number and other data on Investigation Assignment Record (Form #65). Record copy of log maintained by the Criminal Investigation Division.

Retain log three years after Investigations are complete, then destroy.

3 Warrants - Open

Contains all open warrants and related documents authorizing personnel to take into custody individuals named thereon. Open warrants being retained for service on an individual who is incarcerated must have a copy of the Prisoner Detainer Request (Form #166) attached. Open warrants which were assigned for service but have been returned unserved must have a copy of the Warrant/Summons Information Checklist (Form #167) attached.

Retain in open file until warrant is served or returned, then move to a closed file (OPS 3-1). Record copy maintained by the appropriate court.

OPS

3-1 Warrants - Closed

Contains all closed warrants and related documents.

Retain one year. Then destroy.

3-2 Warrant Case
Assignment Log

Self-explanatory, recorded on Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.

Retain logs five years after proper disposition of all cases. Then destroy.

4 Correctional
Officers Log

Contains log listing investigations by Maryland State Police of applicants for the Correctional System, along with the case number and other data recorded on the Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.

Retain log three years after investigations are complete. Then destroy.

5 Special Police
Commission Log

Contains ledger in numerical sequence of Special Police Commission cases. Record copy maintained by the originating source.

Retain three years, then forward to State Records Center for destruction after twenty years additional retention.

5-1 Special Police Commission
Investigation File

Contains files listing investigations conducted by the Maryland State Police of applicants for Special Police Commissions (State and Private Industry). Record file maintained by the originating source.

Retain three years after investigations are complete. Then destroy.

5-2 Special Police Commission
Request to Direct Traffic

Includes copies of request for permission by Special Police Officers to extend authority to direct traffic on adjacent public roads.

Retain copy one year after the file is no longer active. Then destroy.

OPS

6 Private Detectives Log

Contains log listing applicants for private detective licenses along with the case number and other data on Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.

Retain log three years after investigations are complete. Then destroy.

6-1 Private Investigators File

Contains files listing investigations of applicants for private detective licenses and investigations of complaints related to private detective violations. Record copy maintained by the originating source.

Retain for three years or until audited or microfiched. Then destroy.

6-2 Guard Clearance Log

Contains log of applicants who have applied for a security guard position and who have been issued a Clearance Identification Card by the Maryland State Police.

Retain for three years or until audited or microfiched. Then destroy.

OPS

- 7 All Other Applicant
Investigations Log Contains log concerning inquiries or investigations for employment requested by other police departments, along with the case number and other data on the Investigation Assignment Record (Form #65). Record copy of the log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 8 Aeronautics Log Contains log listing investigations or inquiries relating to aircraft not covered by Incident Report (military) or Criminal Investigation Report (civilian). Use Investigation Assignment Record (Form #65). Record copy of log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 9 Firearms Dealers Log Contains log listing investigations of applicants for firearm dealerships and investigation of complaints related to firearm dealer violations, along with the case number and other data on the Investigation Assignment Record (Form #65). Record copy of log maintained by the originating source.
- Retain log three years after investigations are complete. Then destroy.
- 10 Application to Purchase
or Transfer Pistol/
Revolvers Contains completed copies of applications investigated by Maryland State Police (Form #77R). Record copy of investigations maintained by Firearms, Licensing, and Services Section.
- Retain investigative reports one year after investigation is complete. Then destroy.
- 10-1 Application to Purchase
or Transfer Pistol/
Revolvers Log Self-explanatory (Form #65). Record copy of log maintained by the originating source.
- Retain log five years after investigations are complete. Then destroy.

OPS

10-2 Used

10-3 Used

10-4 Used

10-5 Used

10-6 Used

11 Handgun Permit Log

Contains log listing investigations of applicants for a permit to carry or wear a handgun, along with the case number and other data (Form #65). Record copy of log maintained by the originating source.

Retain log three years after investigations are complete, then destroy.

11-1 Used

11-2 Used

11-3 Used

11-4 Handgun Permit Application Investigation Form

Contains copies of Handgun Permit Application Investigations (Form #96 and #96A). Record copy maintained by the originating source.

Retain record copy three years. Then forward to State Records Center for destruction after thirty years additional retention.

Non-record copy maintained by installation where investigation was assigned. Retain one year, then destroy.

12 Firearms Report

Contains reports made by law enforcement personnel detailing facts concerning Stop and Frisk, Firearms Incidental to Arrest, and Trace Reports. Record on Firearms Report Form #97. Record copy maintained by the Handgun Permit Unit.

Retain one year, then destroy.

12-1 Used

12-2 Used

OPS

13 Jail Docket or Ledger

Contains a record of individuals detained by Maryland State Police personnel recorded on Jail Dockets (Form #112). Record copy maintained by the originating source.

Retain three years, then destroy.

14 Used

15 Criminal and/or Other Summons

Contains summonses issued by competent authority mandating appearances before the authority. The originator's file will also contain a copy of the Warrant/Summons Information Checklist (Form #167) with all summonses which have been returned unserved.

Retain summons in open file until served or returned. Originator retain summons in open file until served or expired. Return original summons and related documents to the originating authority and retain a copy of the summons and related documents in the closed file.

Retain Witness Fees and Allowances (Form #52) for three years, then destroy. Finance Division retain three years and until audited, then destroy.

15-1 Criminal and/or Other Summons Log

Self-explanatory, Investigation Assignment Record (Form #65). Record copy of log maintained by the originating source.

Retain log five years after proper disposition of all cases, then destroy.

15-2 Criminal and/or Other Summons - Closed

Retain a copy of summons and related documents one year from the date of service or return, then destroy.

15-3 MSP Court Notification Log

This file shall contain a copy of the summonses, i.e., criminal/traffic, issued to MSP personnel commanding their appearance in court. The file will contain an individual folder for each member of the barrack/division/unit. Folders in the file will be arranged in alphabetical order according to the last name of the installation personnel. The summonses will be maintained in ascending order, i.e., recently received summonses will be filed towards the front.

Retain completed logs and file copy of the summonses for one year, then destroy.

OPS

16 Used

17 Railroad Police
Commission Log

Contains log listing investigations conducted by Maryland State Police of applicants for a Railroad Police Commission. Record copy of the log maintained by the originating source.

Retain log until the individual to whom the commission was issued resigns, retires, or dies.

18 Electronic Surveillance
Equipment

Contains copies of correspondence relating to the registration of all electronic surveillance equipment. Record copy maintained by Licensing Division. Non-record copy maintained by originator.

OPS

- 18 Retain until one year after equipment is no longer serviceable, then destroy.
- 19 Secondhand Precious Metals and Gems Dealers Licenses Contains a copy of the license for all dealers licensed to deal in secondhand precious metals and gems in each barrack area. The license will be kept in the front of the file, and any other transactions behind the license. The licenses will be filed alphabetically.
- Retain records pertaining to sales by this dealer one year, then destroy.
- 20 Summary of Administrative Investigations Contains monthly and yearly summaries of administrative investigations (Form #83). Record copy maintained by the Planning and Research Division.
- Retain monthly and yearly summaries two years, then destroy. Planning and Research Division will maintain record copies for three years, then destroy.
- 21 Criminal Complaint Control Ledger Contains all pages of the Complaint Control Ledger in numerical sequence (Form #94). Record copy maintained by the originating source.
- Retain three years, then forward to State Records Center for destruction after twenty years additional retention.
- 21-1 Criminal Investigator Caseload Ledger Contains all pages of the Criminal Investigator Caseload Ledger (Form #84). Record copy maintained by originating source.
- Retain three years, then destroy.
- 22 Complaint Control Card Contains all Complaint Control Cards filed in numerical sequence by complaint control number (Form #87).
- Non-record report; retain one year, then destroy. Data recorded on Complaint Control Ledger (Form #94) (OPS-21) or covered by other investigative reports; also used to collect data for compilation of AIRS reports.

OPS

23 Incident Reports

Contains all Incident Reports, Form 88 with applicable supplementary reports attached, Request for Laboratory Examination, (Form 67), and Examination/Analysis Results, (Forms 67B and 67C) where applicable, and Witness Statement-Criminal Investigation, (Form 73). Record copies maintained by the originating source.

Retain open reports until suspended or closed. Retain suspended reports five years, or longer, if needed. Then forward to State Record Center for destruction after ten years additional retention. Retain closed reports three years, then destroy.

Retain reports that support expenditure of large amounts of money and/or man-hours that are explained on Form 106, Working Fund Expenditures, and Form 115, Petty Cash Receipt, three years or until audited, then place in either the suspended or closed file, whichever is appropriate.

23-1 Crime Prevention Reports

Contains copies of all Commercial Security Surveys (Form 04-2), Residential Security Surveys (Form 04-3), and Incident Reports (Form 88) relating to crime prevention. Record copy retained by the originating source.

Retain five years, then forward to the State Records Center for destruction after twenty-five years additional retention.

24 Criminal Investigation Report

Contains all Criminal Investigation Reports with applicable supplementary reports attached including Waiver of Prompt Presentation (Form 46), Request for Laboratory Examination (Form 67), Examination/Analysis Results (Form 67B and 67C), Handwriting Specimen Form (Form 70), Criminal Intelligence Report (Form 72), Witness Statement-Criminal Investigation (Form 73), Latent Fingerprint Lift Card (3X5)(Form 74), Authorization to Search and Seize Property (Form 78), Criminal Investigation Report (Form 89), Handgun Search Report (Form 97), and Crime Scene Negatives. Record copy maintained by the originating source.

OPS

24

Retain for 25 years, then destroy. Retain open reports until suspended or closed. Retain suspended reports 5 years or longer, if needed, then forward to the State Records Center. Retain closed reports 3 years after final adjudication. Then forward to the State Records Center.

24-1 Used

24-2 Used

24-3 MILES/NCIC Active File

Contains closed or suspended Criminal Investigation Reports and Incident Reports having active MILES/NCIC entries for stolen vehicles, boats, guns, articles, securities, tags, unidentified persons and wanted persons.

Retain reports in this file until MILES/NCIC entry is cleared. After the MILES/NCIC entry is cleared, return reports to the appropriate file (closed or suspended) and retain as schedule indicates.

25 Missing Person Report - Open

Contains all open Missing Person Reports (Form #79) with applicable supplementary reports attached, Request for Laboratory Examination (Form #67), and Examination/Analysis Results (Forms #67B and #67C) where applicable. Record copy maintained by the Maryland Center For Missing Persons. No copies will be forwarded to CR-CR.

25-1 Missing Person Report - Closed

Contains all closed Missing Person Reports (Form #79) with applicable supplementary reports attached, Request for Laboratory Examination (Form #67), and Examination/Analysis Results (Forms #67B and #67C) where applicable. This file may also contain the Cleared Missing person Report (Form 79A). Record copy maintained by the originating source. No copies will be forwarded to CR-CR.

Retain three years from open date, then destroy.

26 Vehicle Report - Open

Contains all open Vehicle Reports (Form #91) with applicable supplementary reports attached, Request for Laboratory Examination (Form #67), and Examination/Analysis Results (Forms #67B and #67C) where applicable.

Record copy maintained by the originating source.

Retain until closed. See File 26-1.

26-1 Vehicle Report - Closed

Contains all closed Vehicle Reports (Form #91), release authorizations (Form #50) and applicable supplementary reports, Request for Laboratory Examination (Form #67), and Examination/Analysis Results (Forms #67B and #67C) where applicable. Record copy maintained by the originating source.

Retain three years from open date, then destroy.

26-2 Abandoned Motor Vehicle Open

Contains copies of open vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles utilizing the Vehicle Report (Form #91), the Application to Dispose of an Abandoned Vehicle (MVA Form CS-77), Notice of Intention to Dispose of an Abandoned Vehicle (MVA Form CS-88), Certification of Authority to Dispose of Abandoned Vehicle (MVA Form CS-78), Stored Vehicle Release Authorization Certificate (Form #50) and a copy of the Notice for Publication to local newspapers.

Retain until closed. See File 26-3.

26-3 Abandoned Motor Vehicle Closed

Contains copies of closed vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles (MSP Forms #50 and #91 and MVA Forms CS-77, CS-78 and CS-88 and a copy of the Notice for Publication). Record copy maintained by the originating source.

Retain three years, then destroy.

- 27 Motor Vehicle Inventory Log The Log contains numerical listing of motor vehicles which have been stored under the authority of MSP personnel (Form #90). Record copy of the log maintained by the originating source.
- Retain completed log three years, then destroy.
- 28 Tow Truck Service Questionnaire - Open Contains all completed Tow Truck Service Questionnaires (Form #182) which have been approved and all Tow Service Complaint Forms (Form #192) and accompanying documentation. File shall be subdivided by individual folders for each approved tow service. Folders will be arranged alphabetically.
- Record copies will be maintained by the originating source. Non-record copies will be given to the tow service owner or manager, when applicable.
- Retain until closed.
- 28-1 Tow Truck Service Questionnaire - Closed Contains all closed Tow Truck Service Questionnaires (Form #182) that have been disapproved and the questionnaires, Tow service Complaint Forms (Form #192) and supporting documentation for towing services which had been on an approved list but are no longer on such list for whatever reason.
- Retain for three years after closed and then destroy.
- 28-2 Towing Request Distribution Forms (MSP Form #189) Contains all completed Towing Request Distribution Forms (MSP Form 189). File will be divided by designated areas.
- Cut off annually, retain one year, and then destroy.
- 29 Residential Premise Checks Contains all closed residential Premise Check forms (MSP 44).
- Retain thirty days, then destroy.
- 29-1 Commercial Premise Checks Contains all closed commercial Premise Check forms (MSP 44).
- Retain thirty days, then destroy.

29-2 Patrol Checks

Contains all closed patrol check forms (MSP 44).

Retain thirty days, then destroy.

29-34 Open

30 Juvenile Criminal/Civil Citation

Contains all reports and related documents (except BI cards) concerning citations issued to juveniles for violations of certain alcoholic beverage laws. Filed in case folder by complaint control number. Form MSP 88 (Incident Report) and Criminal/Civil Citation. Citation record copy maintained by Juvenile Services for local jurisdiction.

Cut off annually. Retain non-record copy for three years and then forward to State Records Center for destruction after five years additional retention.

OPS

31 Criminal/Civil Citation
For CIVIL Offense

Contains all reports and related documents (except BI cards) concerning citations for civil offenses issued to persons between eighteen and twenty-one years old for violations of certain alcoholic beverage laws. Filed in case folder by complaint control number (Form MSP 88 - Incident Report) and Criminal/Civil Citation. Record copy maintained by the District Court.

Cut off annually. Retain non-record copy for three years and then forward to the State Records Center for destruction after five years additional retention.

35 Accident Reports

Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Reporting System. Filed by complaint control number, route number or patrol sector utilizing Motor Vehicle Accident Report (Form #1), Request for Laboratory Examination (Form #67), Examination/Analysis Results (Forms #67B and #67C), and Driver/Witness Statement (Form #76). Record copy maintained by CARD.

Cutoff annually. Retain non-record copy three years, then destroy.

35-1 Accident Reconstruction
Reports

Contains an Accident Reconstruction Report Processing Ledger (MSP Form 110) and copies of all reports relating to the reconstruction of a vehicle collision. Filed by complaint control number, route number, or patrol sector. Record copy maintained by reporting installation, non-record copy forwarded to Field Operations Bureau, Traffic Program Planning Unit, for analysis, then sent to CARD for filing.

Cutoff annually. Retain for five years, then destroy.

- 36 Citation Book Issuance
Control Ledger Contains a record of citation books issued to troopers. Coded by citation number and issued in sequential order (form MSP 155). Record copy maintained by the originating source.
- Retain completed forms three years, then destroy.
- 36-1 Traffic Citation
Transmittal Form Contains record of those citation copies which are forwarded to District Court on a daily basis. Record copy maintained by the appropriate court.
- Retain three months, then destroy.
- 37 Warnings Contains copies of the official State Police Warning (form MSP 25) issued in lieu of a citation.
- Destroy as non-record material thirty days after statistics are gathered and recorded on Trooper Activity and Leave Report (form MSP 14), and Trooper Activity Summary (form MSP 29).
- 37-1 Field Observation
Reports Contains copies of form MSP 25, when used as an intelligence gathering document alone or in combination with a motor vehicle warning.
- The record copy will be filed in the installation criminal section file by date and patrol sector. Retain ninety days, then review for consideration for further retention or destroy.
- If the information gathered initiates or pertains to an open investigation, a photocopy of the report will be placed in the appropriate case folder.
- 37-2 School Bus Violation
Warning Letter Contains a copy of MSP Form #16 (School Bus Violation Warning Letter). Record copy maintained by issuing installation.
- Retain for thirty days, then destroy.
- 38 Disabled Vehicle
Daily Log Sheet Contains a listing and description of those vehicles unattended/abandoned on public property (form MSP 23B). Record copy maintained by the originating source.
- Retain completed forms three years, then destroy.

OPS

39 MSP Speed Computer
Calibration Log

Contains copies of completed calibration reports which detail the accuracy of speed computers recorded on Speed Computer Calibration Log (Form #160).

Retain partially completed records in the computer-equipped vehicle. Completed records must be retained as long as the computer is in use and one year after the equipment is disposed of, then destroy.

39-1 Speed Computer Data
Concerning Repairs,
Bulletins, Correspondence

Contains all correspondence and reports received pertaining to speed computer operations and maintenance.

Retain as long as the computer is in use and one year after the equipment is disposed of, then destroy.

39-2 Speed Computer Operators'
Inspection and Certification
Reports

Contains copies of completed speed computer operators' inspection and certification reports which detail operators' required usage of speed computer operation for certification and care of speed computer equipment.

Retain for one year, then destroy.

40 Speed Device Arrest
Data

Contains records of violations involving VASCAR and Radar arrests recorded on Speed Device Arrest Data (Form #11). File most recent cases to the front under the operator's name. Record copy maintained by the originating source.

Retain for one year, then forward to speed device operator.

40-1 Radar Data Concerning
Repairs, Bulletins, and
Correspondence

Contains all correspondence and reports received pertaining to Radar equipment and maintenance. Record copy maintained by the originating source.

Retain as long as the Radar set is operable and in use and for one year after the equipment is disposed of, then destroy.

41 Driving While Intoxicated
Cases - Open

Contains all open alcohol influence reports and all documents related to same, Alcohol Influence Report (Form #32), State of Maryland Chemical Test Report (Form #33), Alcohol Analysis - Medical Personnel Payment Authorization (Form #34), Preliminary Breath Test Advice of Rights (Form #102), and Disposition of Alcohol Chemical Test Case (Form #171).

Retain until closed. See File 41-1.

OPS

- 41-1 Driving While Intoxicated
Case - Closed Contains all closed alcohol influence reports and all documents related to same (Forms #32, #33, #34, #102 and #171). Record copy maintained by the originating source.
- Retain three years after open date, then destroy.
- 41-2 Alcohol Influence Summary Contains monthly summary of individual test run at each installation on Alcohol Influence Report Summary (Form #34A). Record copy maintained by the Chemical Test for Alcohol Unit (CTAU).
- Retain non-record copy one year. Alcohol Chemical Testing Unit retain for three years, then destroy.
- 41-3 Breath Testing Instrument Report Contains a record of instrument maintenance (Form #28) and Breath Testing Field Inspection Reports (Form #37). Record copy maintained at the installation; copy forwarded to CTAU within 24 hours of inspection. Record copy retained for three years, then destroy.
- Contains copy of Chemical Test Equipment Repair Report (Form #28). Record copy maintained at the installation. Non-record copy maintained by Chemical Test for Alcohol Unit while instrument is in use. Installation retain as long as the instrument is in use and one year after the instrument is disposed of, then destroy.
- 41-4 Instrument Certification File Contains copies of certification on new breathalyzers, semi-annual certifications, and re-certifications after repairs. Record copy maintained by the originating source.
- Retain as long as the instrument is in use and one year after the breathalyzer is disposed of, then destroy.
- 41-5 Ampoule Assay Report Contains a copy of ampoule analyses results. Record copy maintained by the Chemical Test for Alcohol Unit.

OPS

41-5

Retain until all cases under specific ampoule lots are finally adjudicated, then destroy.

41-6 Chemical Testing Data
Repairs, Bulletins, and
Related Correspondence

Contains all correspondence and reports received pertaining to chemical testing. Record copy maintained by the originating source.

Retain as long as the Breathalyzer is in use and for one year after the equipment is disposed of, then destroy.

41-7 Breathalyzer Log

Contains log of all alcohol influence and related drug arrests; results of chemical test and court disposition (Form #36B).

Record copy of log maintained by the originating source.

Retain three years after final adjudication, then destroy.

41-8 Used

41-9 Breathalyzer Operators
Log

Contains log of Breathalyzer tests performed by each operator recorded on Breathalyzer Operators Log (Form #36A).

Filed alphabetically by operator's name in individual sub-files.

Record copy maintained in the appropriate sub-file. Retain as long as operator is licensed, plus one additional year.

When operator is transferred, place in Auxiliary Personnel File (PER 5).

41-10 Alcohol Influence
Yearly Summary

Contains copies of Alcohol Influence Yearly Summary (Form #38). Record copy maintained by the Chemical Test for Alcohol Unit for three years, then destroy.

Non-record copy maintained by the originating source for three years, then destroy.

OPS

- 41-11 Preliminary Breath Test Log Contains log of all preliminary breath tests (Form #104) offered. Record copy of log maintained by the originating source.

Retain three years after final adjudication, then destroy.
- 41-12 Preliminary Breath Test Summary Contains monthly summary of preliminary breath tests offered (Form #103). Record copy maintained by the installation for three years after final adjudication, then destroy.

Non-record copy maintained by the Chemical Test for Alcohol Unit for one year, then destroy.
- 42-49 Open
- 50 Criminal Arrest Contains copies of those arrests which are supported by B.I. numbers recorded on Criminal Arrest (Form #53). Record copy maintained by Criminal Records Central Repository.

Retain non-record copy of CA's and related documents for five years after date submitted, then destroy.
- 51 Used
- 52 Criminal Arrest Unsupported by B.I. Number Contains copies of those arrests which are not supported by B.I. numbers on Criminal Arrest (Form #53). Record copy maintained by Criminal Records Central Repository.

Retain non-record copy of CA's and related documents five years after date submitted, then destroy.
- 53 Criminal Arrest Juvenile Contains record of juvenile arrests only (Form #53). Record copy maintained by the Criminal Records Central Repository.

Retain non-record copy of CA's and related documents five years after date submitted, then destroy.
- 54 Used
- 55 Open

OPS

- 56 Property Records - Open Contains open property records filed consecutively by property record number, with related documents such as Request for Laboratory Examination form, Crime Laboratory Division Evidence Receipt, and/or Court Receipt for property (Property Record -Form #63), Request for Laboratory Examination (Form #67).
- Retain until closed. See File 56-1.
- 56-1 Property Records - Closed Contains all completely closed property records and all attachments (Forms #63, #64, #67). Record copy retained by Finance Division.
- Retain non-record copy one year after full release, then destroy.
- 56-2 Property Record Control Log Contains a listing of property record numbers in sequence, along with other pertinent information concerning property records issued to installation personnel recorded on Property Record Control Log (Form #63A). Record copy maintained by the originating source.
- Retain ledger until completed and five years, then destroy.
- 56-3 MSP Installation Property Log Contains data itemizing all material being held by MSP installations and disposition of same (Form #99). Record copy of logs maintained by the originating source.
- Retain log five years, then destroy.
- 56-4 Quarterly Property Record Inventory Contains most current Quarterly Property Record Inventory (Form #47). Record copy retained by Finance Division.
- Previous quarterly inventory will be destroyed.
- 57 Open

OPS

57-1 Open

58-65 Open

OPS

66 Burglar and Telephone Alarm Control Log Contains information concerning alarms installed at the barracks and posts. Record of all activated alarms and the cause. Alarm malfunctions are also recorded on this form, Burglar Alarm Control Log (Form #154). Record copy of the log maintained by the originating source.

Retain for four years, then destroy.

66-1 Burglar and Telephone Alarm Correspondence Contains correspondence with vendors and business establishments concerning burglar alarm procedures. Record copy maintained by the originating source.

Retain for four years, then destroy.

67 Criminal Polygraph Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving criminal matters. Record copy maintained by the appropriate polygraph operator.

Retain five years after final adjudication and until no longer needed. Then destroy.

67-1 Non-Criminal Polygraph Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving non-criminal matters. Record copy maintained by Personnel Management Division.

Retain five years and until no longer needed. Then destroy.

68 K-9 Activities Contains copies of records of activities generated by K-9 personnel assigned to field installations. Record copy filed at installation where K-9 handler is assigned. Non-record copy filed with K-9 Unit.

Retain one year, then destroy.

68-1 K-9 Activity Summary (Form #40)

69-79 Open

80-86 Used

5-0 Legal

These files contain copies of Federal, State, County, City and local laws and amendments which have, or if enacted, may have, a direct impact on Maryland State Police operations. Included is correspondence, interpretations, decisions, and opinions of the Attorney General's Office and other legal authorities.

LEG

- | | | |
|---|-----------------------------------|--|
| 1 | <u>U. S. Laws</u> | Self-explanatory.

Retain until repealed. Then destroy. |
| 2 | <u>State Laws</u> | Self-explanatory.

Retain until repealed. Then destroy. |
| 3 | <u>County Ordinances</u> | Self-explanatory.

Retain until repealed. Then destroy. |
| 4 | <u>City Ordinances</u> | Self-explanatory.

Retain until repealed. Then destroy. |
| 5 | <u>Local District Regulations</u> | Regulations created by county or city governments which affect MSP operations.

Retain until repealed. Then destroy. |
| 6 | <u>Attorney General's Opinion</u> | Self-explanatory.

Retain as a perpetual file by updating as necessary. |

6-0 Liaison

These files include miscellaneous correspondence with other governmental agencies which does not relate to any other category in this filing system.

LIA

- | | | |
|---|-------------------------|--|
| 1 | <u>Federal Agencies</u> | Create files as needed. Record copy maintained by the originating source.

1-1 Federal Bureau of Investigation
1-2 Bureau of Census
1-3 Secret Service
1-4 Etc.

Maintain three years and until no longer needed. Then destroy. |
|---|-------------------------|--|

LIA

2 State Agencies
 Excluding Courts

Create files as needed. Record copy maintained by the originating source.
Example:

- 2-1 Department of Transportation
- 2-2 Department of Health and Mental Hygiene
- 2-3 State Fire Marshal
- 2-4 State Highway Administration
- 2-5 Colorado Highway Patrol
- 2-6 Etc.

Retain three years and until no longer needed. Then destroy.

3 State Courts

Self-explanatory. Record copy maintained by the originating source.

Retain three years and until no longer needed. Then destroy.

4 Municipal Governments

Contains informative data concerning local police departments, city health agencies, and related organizations. Resident Trooper contracts and other related Resident Trooper correspondence. Record copy maintained by the originating source.

Retain three years and until no longer needed. Then destroy.

5 County Governments

Contains informative data concerning county police departments, Society for the Prevention of Cruelty to Animals, and related organizations. Resident Trooper contracts and other related Resident Trooper correspondence. Record copy maintained by the originating source.

Retain three years and until no longer needed. Then destroy.

7-0 Supply and Services

These files consist of correspondence and documents for supplies, equipment, and utilities which are required by the bureaus, divisions, and installations.

SUP

- 1 Gas and Oil Usage Reports Contains those documents used to control inventory and usage of gas and oil supplies recorded on a Daily Gas and-Oil Inventory Log (MSP 122), and copies of gas tickets. Record copies of form MSP 122 will be maintained only at the installation.
- Retain non-record copy of Forms 122 for one year, then destroy. Retain hard-back gas tickets one month, then destroy. Finance Division retain form MSP 122 for three years and until audited, then destroy.
- 2 Requisitions - Open
Non-Capital Equipment Contains copies of requests for materials not yet received. Supply catalog will be utilized for orders recorded on Requisition (MSP 120), Special Purchase Orders/Supply Division Emergency Purchases, Department of General Service Purchase Order (#PB 100), Department of General Services Warehouse Order (#DGS 74052), and Department of General Services Quarterly Order (#1A).
- Retain until closed. See File 2-1.
- 2-1 Requisitions - Closed
Non-Capital Equipment Copies of requests for materials which have been filled through supply channels (MSP 120). Record copy maintained by Supply Division, Electronic Services Division, as appropriate.
- Retain six months, then destroy. Supply Division retain three years and until audited, then destroy.
- 2-2 Requisition Log Contains original copy of Requisition Log (MSP 113) filed chronologically, numerically listing each Maryland State Police Requisition (MSP 120) as it is used.
- Retain two years from the date of last entry, then destroy.

SUP

3 Motor Vehicle History

With the exception of Motor Vehicle Division central files, this consists of file folders arranged in sequential order according to car number. Example: J-1, J-2, etc. The Motor Vehicle Division's central files will be arranged by vehicle identification number (VIN). Folders contain copies for repairs, number changes, damage reports, inspections, and requests to install non-issued equipment. Request for Motor Vehicle Repairs (MSP 118), Maintenance/Service Schedule (MSP 123), Motor Vehicle Transfer Form (MSP 124), Motor Vehicle Repair Report (MSP 129), Motor Vehicle Inspection Report (MSP 153), Equipment Loss/Damage Report (MSP 195), and Request for Services of Electronic Services Division (MSP 196). Record copies maintained by Finance Division, Motor Vehicle Division, or Installation as appropriate.

Retain non-record copies until vehicle is disposed of, then destroy. Record copies should be retained for three years and until audited and no longer needed, then destroy. Motor Inspection Reports (MSP 153) should be retained a minimum of one year, plus current year, if vehicle has been disposed of. MSP 196 records will be maintained for three years or until equipment is removed. Non-record copy retained by Installation/ division until equipment is removed, then destroy.

3-1 Motor Vehicle Operation Reports

Contains all Motor Vehicle Operation Reports (MSP 125) by month. Record copy maintained by Finance Division.

Retain one year, then destroy. Finance Division retain three years and until audited, then destroy.

SUP

4 Material Safety Data Sheet (MSDS)

Lists Hazardous and Toxic Substances (HTS) purchased by the Supply Division or by an installation, division, unit, or garage. Every installation, division, unit, or garage will have an MSDS on file for each HTS used or stored at that location.

Retain for three years at Supply Division after the Agency discontinues using a specific HTS, after which it will be forwarded to the Records Center for an additional thirty-seven (37) years retention.

5 Tactical Supplies Inventory - Non-Capital Equipment

Contains records relating to flak vests, tear gas grenades and canisters, grenade launchers, gas masks, and tactical equipment bags. Record copy maintained by Field Operations Bureau.

Retain non-record copy three years, then destroy. Field Operations Bureau retain three years, then destroy.

8-0 Public Relations

These files contain all correspondence and reports which relate to activities which promote or publicize the mission and functions of the Agency.

PR

1 Organizations

Contains copies of correspondence from organizations concerning ceremonies, escorts, parades, and other requests for MSP participation including Lecture Form (form MSP 8) and Waiver of Claims and Release From Liability (form MSP 45). Record copy maintained by the originating source.

PR

1

Retain three years after the assignment is complete, then destroy.

2

Press Releases

Contains those authorized notices released for public dissemination.

Retain one year, then destroy. Non-record material.

3

Public Officials

Contains names, addresses, telephone numbers and titles of local public officials and agencies to which citizens can be referred for matters not handled by the Maryland State Police.

Retain as a perpetual file by updating as necessary. Non-record material.

4

Public Inquiries and Requests (Not Related to any Specific Category)

Miscellaneous file which encompasses all non-specific requests and correspondence with the public. Record copy maintained by the originating source.

Retain three years after completed, then destroy.

9-0 Training

Documents in this file consist of brochures, announcements, schedules, and reports requiring attendance at, or participation in, training programs conducted at police academies and various civilian institutions.

TNG

1

Academies and Special Courses

Contains informative materials relating to special schools available to MSP personnel.

To be kept current by destroying obsolete materials on a yearly basis. Non-record materials.

TNG

- 1-1 Request for Special
Assignment/Training
Reports Contains copies of requests for training or
special assignment reports.

Retain until action is taken on the request.
Then destroy.
- 2 College Programs
(On Campus) Contains informative materials concerning
college programs available to MSP Personnel.

To be kept current by destroying obsolete
materials on a yearly basis. Non-record
materials.
- 3 Weapons Qualification
(Combat Course) Contains records of training and qualifi-
cations with Agency firearms recorded on
Combat Firearms Training and Qualifications
Form (Form #10). Record copy maintained by
the Personnel Management Division.

Retain three years. Then destroy.
- 4 Tactical Training Contains information relating to tactical
training conducted by and for Agency
personnel. Record copy maintained by
Field Operations Bureau.

Retain three years. Then destroy.
- 5 Ad-Hoc Recommendations Contains copies of all reports submitted to
the Commander of the Training Division by
the committee. Record copy maintained by
the Training Division.

Retain one year. Then destroy.